HIGHCLARE SCHOOL

JOB TITLE: LUNCHTIME SUPERVISOR
Job Description and Person Specification

JOB PURPOSE

Lunchtime Supervisors are engaged on a part-time basis to undertake supervision of pupils during the school’s lunchtime break.

DUTIES AND RESPONSIBILITIES

1. To be responsible to the Senior Lunchtime Supervisor for the supervision of pupils on the premises during the school’s lunchtime break.
2. To be in charge of a group of pupils in the playground or classrooms according to the weather.
3. To attend to any minor accidents sustained during the lunch hour, escorting pupils to the School Office if required.
4. To attend to any pupil who becomes sick or ill during the lunch hour, escorting pupils to the School Office if required.
5. To report to the Senior Supervisory Assistant or teacher in charge if an accident occurs, or if any pupil has been taken ill.
6. To mop up spillages as they occur within the dining rooms.
7. To assist pupils with scraping their plates, clearing tables etc., when the lunch is completed.
8. Confidentiality guidelines must be observed.
9. To adhere to the ethos of the School:
   a. To promote the agreed vision and aims of the School
   b. To set an example of personal integrity and professionalism
   c. To attend appropriate staff meetings and parents’ evenings
10. To carry out any other duties as commensurate with the grade in order to ensure the smooth running of the School

For Junior Schools only:

11. To see that pupils taking school meals are in the dining room at the required time for lunch.
12. To see that pupils wash their hands and attend to their necessary toilet requirements before and after lunch.
13. To help younger pupils with the proper use of cutlery and with cutting up food when necessary.
14. To ensure that pupils are escorted to and from detached dining rooms.

Essential Skills Required

1. Empathy with young children
2. Willingness to undertake training as required
3. GCSE English and Maths (or equivalent)